

EFFECTIVE

November 1, 2019.

Subject(s)

Administrative Policy Accounting (APA) 230, Travel and Employee Expense Reimbursement - please process with an October 1, 2019 effective date.

Consecutive days travel must be inputted as one expense into SIGMA Employee Self-Service.

Overnights must be indicated on the request. If lodging is being provided by an outside entity, the information must be provided with the attachments.

When traveling on out-of-state on official business, a MDHHS-5811, Out-of-State Travel Requisition, must be entered and fully approved by the requester's administration deputy director prior to making any travel arrangements.

The approved MDHHS-5811 must be attached to the reimbursement request in SIGMA. Due to SIGMA travel advance processes, out-of-state travel with a travel advance request must still be entered and fully approved through the Travel Authorization process in SIGMA Employee Self-Service prior to making any travel arrangements.

Emergency out of state travel related to youth placement is exempt from this requirement. The reimbursement request must have an explanation stating it was emergency travel regarding youth placement.

Travel advances may be requested for meals, lodging, and/or mileage. An explanation for the advance request is required and must include the estimated dollar amount for the full trip on the travel authorization. Travel advances may not be requested for airfare, conference registration fees, tips or expenses paid by another entity. Airfare must be charged through the state's contracted travel agency. Registration fees must be paid in advance on the state procurement card.

SIGMA EMPLOYEE SELF-SERVICE - ESS

Process all employee reimbursements for: Time, Expense, Leave & Labor, in Sigma.

Reason: Policy update.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items ...

[APA 230](#)